

STAT

GENERAL INFORMATION

1. SOC SEC NUMBER

2. NAME (Last, first, middle)

Wortman, Don I.

A. EMPLOYEE'S JOB—STATE BRIEFLY WHERE THE POSITION FITS IN THE STAFFING PATTERN AND, IF APPROPRIATE, THE NUMBER AND TYPE OF EMPLOYEES SUPERVISED BY THIS EMPLOYEE.

Deputy Director for Administration

B. WORK OBJECTIVES, GOALS AND PRIORITIES—LIST THE SPECIFIC OBJECTIVES AND GOALS, IN PRORITY ORDER, FORMULATED BY THE SUPERVISOR AND THE EMPLOYEE.

- A. Achieve DDA objectives in CIA Goals Program (attached). Progress to be reviewed by DCI/DDCI in quarterly meetings.
- B. Improve DDA Career Service personnel career planning.
1. Implement NAPA personnel management reforms as approved by me in DDA Career Service (vacancy notice systems, rotational assignments, advance planning, etc.). Revise career planning materials to be more meaningful (Directorate APP, PDP, Career Profiles, Career System Handbooks).
 2. Develop and implement an FY-80 DDA Career Service Affirmative Action and Equal Opportunity Plan. Implement FY-80 minority recruitment plan.
- C. Establish Agency-wide central personnel planning capability that will predict accessions, promotions, occupational shortages and excesses, and age of work force.
- D. Monitor Agency-wide implementation of NAPA personnel management reforms, especially:
- Agency-wide vacancy notice system with particular focus on clerical fields.
 - Inter-directorate rotational assignments with particular focus on executive development.
- E. Improve Agency recruitment system by reducing applicant processing time by no less than 10%. Assure security requirements are not lowered.
- F. Publish a personnel handbook for all new employees. Assure all new employees have Agency orientation training within six months of entering Agency.

(continued)

PERIOD COVERED Fiscal Year 1980

(To be attached to the PAR for this period.)

SIGNATURE OF EMPLOYEE (Name typed) Don I. WortmanSIGNATURE OF SUPERVISOR (Name typed) Frank C. Carlucci

Deputy Director for

TITLE Administration

DATE

28 NOV 1979

Deputy Director of

TITLE Central Intelligence

DATE

29 NOV 1979

Continuation of Advance Work Plan--Don I. Wortman, FY-80

G. Strengthen Agency-wide policy coordination role of the Office of Training.

1. Develop and implement evaluation plan for Agency-wide review of first year of Language Incentive Program
2. Expand leadership and management training for all managers in Agency particularly in Midcareer Course and Senior Seminar.
3. Conduct review of all in-house training performed outside of OTR.

STAT H. Work with DDO, S&T, and NFAC on assessing administrative problems of our employees overseas [] field assignments and develop policies to adequately address these problems.

FY-80 Goals
Deputy Director for
Administration

1. Implement the NAPA Report recommendations.
2. Implement the plan to create the Senior Intelligence Service for CIA.
3. Develop an expanded Agency Executive Development Program.
4. Encourage the development and maintenance of foreign language skills to support Agency activities.
5. Provide more efficient support to overseas installations.
6. Develop and implement an Agency Alcohol Program.